



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 1320.2C

Code 0905

22 May 1995

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1320.2C

From: Commanding Officer

Subj: TEMPORARY ADDITIONAL DUTY (TAD) TRAVEL

Ref: (a) Joint Federal Travel Regulations Vol I (NAVSO-P6034)
(b) Joint Travel Regulations, Vol II
(c) Navy Military Instructions (NAVSO P-1459)
(d) MILPERSMAN (NAVPERS 15560)
(e) Officer Transfer Manual (NAVPERS 15559)
(f) TRANSMAN (NAVPERS 15909D)
(g) NAVCOMPT Notices 7300 series

Encl: (1) TAD Authorization Request, NAVHOSP29PALMS Form 1320/2 (Rev. 9/94)
(2) Request, Authorization, Agreement, Certification of Training and Reimbursement DD Form 1556 (Rev. 3/87)
(3) Travel Voucher or Subvoucher, DD Form 1351-2 (Rev. Oct 91)
(4) Certificate of Lost Hotel Receipt, Lost Transportation Receipts, Lost Receipts (Other) NAVHOSP29PALMS Form 1320/3 (Rev. 2/94)
(5) Certificate of Lost Orders
(6) Statement of Fees Paid by Member
(7) General Travel Information
(8) Travel Definitions

1. Purpose

a. To establish Command policies and procedures for requesting or being assigned TAD in compliance with references (a) through (g).

b. Implement procedures for the proper and timely filing of travel claims for military and civilian personnel.

2. Cancellation. NAVHOSP29PALMSINST 1320.2B.

3. Background. It is recognized that travel is necessary to carry out the mission of this Command. Medical conferences, seminars, and training courses are an effective way of

maintaining professional skills and ties to the civilian community. Currently, there is a perception in Congress, and general public, that too much money is being spent on government travel. Reports from various audit agencies continually cite fraud, waste and abuse in government travel and point out the huge cost reductions that could be achieved through better administration and tighter controls over travel funds. The Department of the Navy is concerned that congressional reaction to such reports could result in severe limitations on travel funding which may restrict this Command's mission. It is therefore incumbent upon all levels of management and the individual traveler to become personally responsible in assuring the most cost effective use of this Command's limited travel dollars.

4. Policy. It is this Command's policy that official travel shall be limited to that necessary and essential to carry out mission objectives effectively and efficiently. Travel meeting this criteria will be performed by the most economical means available, by the minimum number of personnel, for the minimum time, consistent with the mission requirements.

5. Authorized Approving Officials. The Commanding Officer, or official designee, is authorized to issue TAD orders that are consistent with the needs of the Navy, provided that funding is available to support travel costs. TAD approved by the Command must bear a direct relationship to the mission of the Command or clearly enhance the member's value to the Navy.

6. Action

a. Member desiring TAD Orders shall:

(1) Complete TAD/Authorization Request, enclosure (1), and attach pertinent brochures and schedules. Personnel requesting funding from other than this Command (i.e., HSETC) will identify the funding activity. Personnel requesting permissive/no cost orders will write "Authorization Only" across the top of the request.

(2) If registration fees are required, to complete enclosure (2), (military members only). If a civilian employee, DD 1556 must be filled out regardless of registration fees or not. (The DD 1556 is required in order to have training entered into the employees training record at Human Resources Office.

(3) Submit TAD/Authorization Request and pertinent information through the appropriate chain of command as addressed on NAVHOSP29PALMS Form 1320/2. (Member to Department Head/Immediate Supervisor to Manpower TAD Desk).

(4) Submit request as soon as possible (30 days or more, if possible), but no later than 10 days prior to commencement of travel. Remember that school seats or space at conferences/seminars fill up very quickly, the sooner you submit your TAD request package, the better your odds of being able to obtain the training. Emergency requests will be addressed on an individual basis.

(5) Once your TAD has been approved, the member is responsible for making their flight arrangements through Government Travel Office (SATO) extension 6622 or 6692.

(6) The TAD Desk will make BEQ/BOQ reservations for the member, once the TAD request has been approved (for TAD that is performed within a 30 minute commute of the TAD site). If there is no military/government accommodations available, the member will be directed to seek civilian accommodations, not to exceed authorized lodging costs for the TAD area.

(7) Obtain travel orders, advances (if authorized) and airline tickets from the TAD Desk, three working days prior to commencement of travel.

(a) GS-9s and above or E-7s and above who have been identified as frequent travelers (personnel who travel two or more times within a fiscal year) and have been issued an American Express Government Card will be authorized an Automated Teller Machine (ATM) cash advance. (The travel advance amount will be cited in block 21 of your orders).

(b) GS-9s and above or E-7s and above who have been identified as frequent travelers and do not elect to apply for an American Express Card or have had their card suspended and/or cancelled will receive no cash advance.

(c) Frequent travelers who have applied for an American Express Card but have not received the card prior to travel will receive a one time cash advance from the Disbursing Officer.

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(d) Non-frequent travelers or personnel in the grades of GS-8 and below or E-6 and below, will receive 80% of per diem (M&IE & lodging) and 100% of mileage and fees as a travel advance.

(8) Have at least six months remaining on active duty at the time of Continuing Medical Education (CME) or Continuing Education Unit (CEU) designated travel.

(9) Submit a completed Travel Voucher or Subvoucher, enclosure (3), to the TAD Desk, Fiscal Department, within five calendar days of return from travel. Enclosure (4) through (6) will be utilized as necessary.

(10) Receive reimbursement checks and overpayment notices from the TAD Desk, Fiscal Department.

(11) In the case of permissive orders, omit items (5) through (9). However, the original copy of permissive/no cost orders must be returned to the TAD Desk upon completion.

(12) All travel orders must be liquidated regardless of whether or not a travel advance was received or registration fees paid.

b. Immediate Supervisor/Department Heads shall:

(1) Ensure TAD request are completed correctly.

(2) Recommend/Not recommend request.

(3) Forward request to Manpower.

c. Head, Manpower Management Department shall verify PRD/EAOS and Dental Class for all Active Duty members.

d. TAD Desk shall:

(1) Provide cost estimates as request.

(2) Forward TAD requests to Comptroller/Director/Commanding Officer.

(3) Type orders and assign TANGO number as necessary.

(4) Submit orders for cash advances, if authorized. If member is now a Frequent Traveler give American Express Government Card application.

(5) Receive cash advances and tickets for issue to traveler.

(6) Assist the traveler with preparing Travel Voucher.

(7) Submit completed travel claims to Marine Corps Disbursing for liquidation.

(8) Notify member upon receipt of liquidation check or forward overpayment notices as required.

(9) Submit copies of TAD orders to the Personnel Support Detachment (PSD) so that leave in conjunction with TAD can be properly recorded, and service record entries can be made.

(10) Submit completed Request for Training (DD 1556) to the Manpower Management Department and Human Resources Office (for civilian employees).

e. Directors shall:

(1) Ensure adequate travel funds are available, within their OPTAR.

(2) Recommend/Not recommend request.

(3) Forward request to the Commanding Officer.

f. Commanding Officer or designee shall:

(1) Approve/Disapprove request.

(2) Forward request to the TAD Desk for processing.

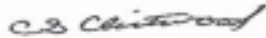
g. Personnel Security Officer will obtain required area clearances.

h. Head, Patient Administration Department shall provide TAD Desk with a weekly listing of medical providers who have delinquent medical records. Medical Providers that have delinquent medical records may have TAD requests disapproved.

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7. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms, California.

8. Forms. NAVHOSP29PALMS Form 1320/2 (Rev. 9/94) TAD Authorization Request and NAVHOSP29PALMS Form 1320/3 (Rev. 2/94) Certificate of Lost Hotel Receipt Form, are being adopted in accordance with this instruction; and DD Form 1351-2, Travel Voucher or Subvoucher, and DD Form 1556, Request for Training are available at the TAD Desk.



C. S. CHITWOOD

Distribution:
List A

TAD/AUTHORIZATION REQUEST

DATE OF SUBMISSION:

NAME (LAST, FIRST, MI)		RANK/CORPS, GRADE/SERIES	SSN
TITLE AND DEPARTMENT		SIGNATURE	WORK TELEPHONE
PURPOSE OF TAD		INCLUSIVE DATES OF TAD	
TITLE OF		LOCATION	
FEE INFORMATION Please attach signed and completed DD Form 1556 along with any brochures and registration forms. 1156 NOT REQUIRED () AMOUNTS _____ DEADLINE _____			
MODE OF TRAVEL (Check one) (Note: All commercial travel requires use of GTR) <input type="checkbox"/> COMM AIR <input type="checkbox"/> POV <input type="checkbox"/> RENTAL CAR REQUESTED <input type="checkbox"/> GOVERNMENT VEHICLE			
TRAVELER INFORMATION: (Check One) <input type="checkbox"/> FREQUENT TRAVELER W/AMEX <input type="checkbox"/> FREQUENT TRAVELER W/O AMEX <input type="checkbox"/> NON-FREQUENT TRAVELER CASH ADVANCE <input type="checkbox"/> NON-FREQUENT TRAVELER NO ADVANCE			
LEAVE DATE FROM _____ TO _____ ADDRESS: _____ PHONE NUMBER: _____			
RECOMMEND	Y () N ()	DEPARTMENT HEAD/IMMEDIATE SUPERVISOR	DATE

PART II

INCOMPLETE AND/OR DELINQUENT MEDICAL RECORDS		NUMBER INCOMPLETE: NUMBER DELINQUENT:	
MISCELLANEOUS		ESTIMATE COST (completed by TAD clerk ONLY)	
BOQ/BEQ AVAILABLE? CONF#	YES NO	TRANSPORTATION	\$
COMMAND FUNDING	YES NO	PER DIEM (LODGING ____ + MEALS ____ x DAYS ____ = ____)	\$
HSECT FUNDING	YES NO	MISCELLANEOUS (Specify)	\$
HSETC PATIAL FUNDING, INDICATE () FEES () LODGING () MEALS	YES NO	FEES (Registration/Tuition/Conference)	\$
MANPOWER:	DATE:	TOTAL	\$
Dental Class: _____ EOS: _____ PRD _____ APPROVED/DISAPPROVED	#OF TAD THIS FY	NAME OF PERSON QUOTING ESTIMATE	DATE

PART III

COMPTROLLER	DIRECTORATE/DEPARTMENT	JON/SAG	TANO#MDA#
DATE: FUNDS AVAILABLE: Y () N () NO COST ()			

PART IV

RECOMMEND	Y () N ()	DIRECTOR	DATE
APPROVAL	Y () N ()	APPROVING OFFICIAL (C.O.; X.O.)	DATE

PRIVACY ACT

The authority to request this information is contained in Title 37 USC 5701 et seq travel, transportation and subsistence. The principal purpose of this form is to make application for attendance at a meeting, conference, or training course at the expense of the U.S. Government. The information will be used to assist officials and employees of the Department of the Navy in determining eligibility for and approving or disapproving this request. Completion of this form is mandatory; failure to provide the required information may result in delay of response to or disapproval of this request.

INSTRUCTIONS

1. Policy and guidelines are contained in NAVHOSP29PALMSINST 1320.2B (TAD TRAVEL).
2. Print or type. Legibility is essential.
3. Attach a copy of brochure or other document that provides details on the conference, meeting, training, course, or travel, along with your completed DD Form 1556 if required. If a Civilian Employee, a DD 1556 must be included.
4. Complete all of PART I and the "Miscellaneous" non-shaded portion of PART II.
 - Enter Name, Rank/Corps/Grade, SSN in the blocks provided.
 - Enter your Position Title, and Department, Signature and Work Telephone.
 - Enter full title of course and the dates (excluding travel time)
 - Enter location of course and the sponsoring organization (Who is presenting this conference, meeting, or training. For non-government sponsors, give complete address of not on brochure.)
 - Enter the purpose. Use one of the following:

AT	Administrative Travel
CC	Correspondence Course to improve present performance
CD	Command Directed Training (e.g. TQM)
CE	CME or CEU (Training Exams, Licenses, or Travel)
CM	Conference or Meeting to Support Mission
EX	Certification Exams, License
OD	Operational Deployment (MMART)
OT	Operational Training (Fleet Hospital, C4, Hospital Ship, MMART)
 - State mode of travel. If govt. vehicle, please contact Facilities Management.
 - Fill-in the "Miscellaneous" section.
5. Have Department Head/Immediate Supervisor sign.
6. Take form to Manpower (MILITARY ONLY) then to the TAD DESK

ALL TRAVEL MUST BE LIQUIDATED WITHIN 5 DAYS AFTER COMPLETION OF TRAVEL

NH29PALMS FORM 1320/02 (9-94) (BACK)

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT

A. Agency code and subelement, and submitting office number (xx-xx-xxxx)	B. Standard document number (Org identifier/FY/Doc./type code/Serial Number)	C. Request Status or Process Code (X one)		D. Amendment No.
		(1) Initial	(2) Resubmission	
		(3) Correction	(4) Cancellation	

Section A - TRAINEE / APPLICANT INFORMATION

1. Name (Last, First, Middle Initial)	2. 1st 5 letters of last name	3. Social Security Number	4. Ed. level	5. Continuous Federal Svc a. Years b. Months	
6. Home Address (Street, City, State and ZIP Code) (optional)	7. Phone Numbers (Include area code)		8. Position Title		
	a. Home				
11. Organization Name	b. Office		9. Position Level (X one)		
	(1) Commercial				
12. Organization Mailing Address (Include ZIP)	(2) Auto von		10. Pay Plan / Series / Grade / Step (Rank/MOS/AFSC/or Navy Designator)		
	13. Organization UIC				
16. Are you handicapped or disabled? (X one)		Yes	14. Type of Appointment		
		No			
		15. No. Prior non-government training days			
		e. Other (Specify)			

Section B - TRAINING COURSE DATA

17. Course Title		19. Recommended Training Source, School or Facility	
18. Training Objectives (Benefits to be derived by the Government)		a. Name	
		b. Mailing address (Include ZIP)	
20. Course Codes		c. Location of training site (If other than 19b)	
a. Purpose	f. Security Clearance	k. Training Program	
b. Type	g. Allocation Status	l. Reason for Selection	
c. Source	h. Priority	23. Training Period (YYMMDD)	21. Course hours (4 digits)
d. Special Interest	i. Training Level	a. Start	a. Duty
e. Training Vendor	j. Method of Training	b. Complete	b. Non-duty
			c. TOTAL
			22. Course Identifiers
			a. SAID
			b. Catalog / Course No.
			c. Offering / TLN

Section C - COST INFORMATION (Costs incurred and billed are not to exceed amount in item 30.)

24. If training does not involve expenditure of funds other than salary, pay or compensation, skip the remainder of questions in Section C and X this box			
25. Direct Costs		26. Indirect Costs (For information only)	
a. Tuition cost		a. Travel cost	
b. Books, material, other costs		b. Per diem/other costs	
c. Total direct costs		c. Total indirect costs	
d. Funding source		28. Labor Costs	
31. Job Order No.		29. Signature of Fiscal Officer (Follow local procedure)	
		30. Total of Direct & Indirect Costs	

Section D - APPROVAL / CONCURRENCE / CERTIFICATION

32. Supervisor: I certify training is job related and nominee meets prerequisites. (If not, attach waiver.)		33. Training Officer: I certify this training meets regulatory requirements.	
a. Typed Name (Last, First, Middle Initial)	b. Phone number (Include area code)	a. Typed Name (Last, First, Middle Initial)	b. Phone number (Include area code)
c. Signature & Title	d. Date	c. Signature & Title	d. Date
34. Authorizing Official		35. Course Acceptance (To be completed by school official)	
a. Action (X one)	(1) Approved (2) Disapproved	a. Accepted	c. School Official Signature
b. Typed Name (Last, First, Middle Initial)	c. Phone number (Include area code)	b. Not Accepted	d. Date
d. Signature & Title	e. Date	36. Course Completion (To be completed by school official)	
37. Billing Instructions (Identify discount terms Furnish original invoice and 3 copies to:		a. If course was not completed, X this box, leave this section blank, and return this form with an explanation memo.	b. Actual Completion Date (YYMMDD)
		d. Signature & Title	c. Grade
		38. Certifying Government Official	
		a. I certify that this account is correct and proper for payment in the amount of: \$	
		b. Signature	c. Date Signed
		d. DSSN Number	e. Check Number
		f. Voucher Number	

TRAINING FACILITY: Invoice should be sent to office indicated in item 37. Please refer to standard document number given in item B at top of page to assure prompt payment.

PRIVACY ACT STATEMENT

AUTHORITY: The Government Employees Training Act of 1958 (USC, Title 5, 4101 to 4118), EO 9397, November 1943 (SSN).

PURPOSE AND USE: The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training; it also serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Central Personnel Data File.

DISCLOSURE: Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

SECTION E - TRAINEE AGREEMENT / CERTIFICATION

38. AGREEMENT TO CONTINUE IN SERVICE

This agreement applies to all non-government training that exceeds 80 hours (or such other designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this section shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

- a. I AGREE that upon completion of the Government sponsored training described in this request, I will serve in the Department of Defense (DoD) three times the length of the training period; except that if I receive no salary for the time spent in training the period of obligated service will be either one month or a period equal to the amount of time spent in training, whichever is greater. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week.)
- b. If I voluntarily leave the DoD and the Federal service before completing the period of service agreed to in item a above, I AGREE to reimburse the DoD for the tuition and related fees, travel, and other special expenses (EXCLUDING SALARY) paid in connection with my training. However, the amount of the reimbursement will be reduced on a pro rata basis for the percentage of completion of the obligated service. (For example, if the cost of training is \$900 and I complete two-thirds of the obligated service, I will reimburse the DoD \$300 instead of the original \$900.)
- c. If I voluntarily leave the DoD to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item a above, I will give my servicing Civilian Personnel Office or Training Office advance notice during which time, in accordance with Federal regulations, a determination concerning reimbursement or transfer of the remaining service obligation to the gaining agency will be made.
- d. I understand that any amounts which may be due the employing agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
- e. I acknowledge that this agreement does not in any way commit the Government to continue my employment.

f. Period of obligated service:	(1) From (Enter date (YYMMDD))	(2) To (Enter date (YYMMDD))
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39. I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or non-government organization and shall not accept such without first obtaining approval from the authorizing training official. I agree that should I fail to complete the requested training successfully, due to circumstances within my control, I will reimburse the agency for all training costs (excluding salary) associated with my attendance.

a. TRAINEE SIGNATURE

b. DATE SIGNED

PRIVACY ACT STATEMENT

- AUTHORITY:** 5 UCS 5701, 37 USC 404-427, and EO 9397
- PRINCIPAL PURPOSE(S):** Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.
- ROUTINE USE(S):** To substantiate claims for reimbursement for official travel.
- DISCLOSURE:** Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Section 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

REQUIRED ATTACHMENTS

1. Original and/or legible copies of all travels orders and amendments, as Applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel of claim concerns parents who either did not reside in your household before travel and/or will not reside in your household after travel.
4. Copy of GTR or ticket used.
5. Hotel/motel receipts and any item of expense claimed in excess of \$25.00.
6. Other attachments will be as directed.

DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, Vol. 1 App. A and JTR, Vol. 2 App. D for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

ITEM 15. ITINERARY - SYMBOLS

- 15d. Means / Mode of travel (*Use two letters*)
- GTR/TKT - T Automobile -A
Government Transportation- G Motorcycle -M
Commercial Transportation- C Bus - B
(*Own expense*) Plane - P
Privately Owned Conveyance Rail - R
(POC) - P Vessel - V
- 15e. Reason for Stop
- Awaiting Transportation - AT
Leave En Route - LV
Mission Complete - MC
Authorized Delay - AD
Temporary Duty - TD
- 15f. Number of Meals
- Breakfast-B Lunch-L Dinner-D

30. Remarks

CERTIFICATION FOR LOST HOTEL RECEIPT

DESCRIBED
(NAME OF HOTEL/MOTEL)
PERIOD _____

"I CERTIFY THAT I LODGED AT THE
LOCATION DURING THE
THROUGH _____ THE SINGLE ROOM
RATE CHARGED ME WAS \$ _____ PER DAY
AND THE TOTAL COST OF LODGING WAS
\$ _____ ."

(PHONE NUMBER IF AVAILABLE) (SIGNATURE) (DATE)

CERTIFICATION FOR LOST TRANSPORTATION RECEIPTS

"I CERTIFY THAT I
TRAVELED _____
(NAME OF BUS, PLANE, RAIL OR CAB
COMPANY)

ON _____ FROM _____
(DATE) (POINT OF ORIGIN)

TO _____ AT A TOTAL COSTS OF \$ _____
(DESTINATION) (AMOUNT)

(SIGNATURE) (DATE)

CERTIFICATION FOR LOST RECEIPT

"I CERTIFY THAT I INCURRED THE FOLLOWING EXPENSES FOR WHICH I SEEK
REIMBURSEMENT"

DESCRIBE EXPENSE: _____

VENDOR: _____

ADDRESS OF VENDOR: _____

DATE: _____ AMOUNT \$ _____

(SIGNATURE) (DATE)

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Naval Hospital
Marine Corps Air Ground Combat Center
Box 788250
Twentynine Palms, CA 92278-8250

Certificate of Lost Orders

I certify that my original orders have been lost or destroyed. I have not submitted a prior claim, and if the original orders are located, I will not submit a further claim.

Standard Document Number: _____

Signature of Member: _____

Date: _____

Enclosure (5)

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MEMORANDUM

From:

To: Disbursing Officer, Marine Corps Air Ground Combat
Center, Twentynine Palms, CA 92278 (Attn: Travel Section)

Subj: STATEMENT OF FEES PAID BY MEMBER

_____ I certify that the fees paid by myself did not contain
payment(s) for meals provided by the sponsor of the
conference/seminar.

_____ I certify that the fees paid by myself contained payments
for the following meal(s) provided by the sponsor of the
conference/seminar.

Signature

Enclosure (6)

GENERAL TRAVEL INFORMATION

1. MODIFICATION OF ORDERS. Modifications are made only when it is absolutely necessary. Modifications are not to be used for the purpose of changing TAD orders to avoid using extra leave days or claiming funds against the government for unauthorized days.

2. REPORTING ORDERS. This means that when you check into your lodging, have the front desk person sign you in and sign you out when you leave. If the TAD site is not at the same site as your lodging, Marine Corps Disbursing will look for the endorsement from your lodging, not the school or TAD site endorsement. Your travel voucher must match what the orders and endorsement say, or it will be returned for correction. If you neglected to get the endorsement, contact the lodging site and request a letter with the proper dates and times you check in and out (this must match the liquidation form). Travel will accept a fax copy of this endorsement letter.

3. PROCEED ON OR ABOUT AND DATE OF RETURN. If your orders state that you are to return by a certain date, this will be the date that you are to return. If you stay an extra day, that will be considered under your own expense unless it was an emergency which could not be avoided. If your date of return needs to be changed, please notify the TAD Clerk immediately. Proper planning is the key to eliminate misunderstandings when executing your TAD orders.

4. LODGING

a. The standard rule is that if the training is located in the vicinity of a military installation, the member will stay at the BOQ/BEQ or Temporary Lodging Facility (TLF). The exception to this is when the conference/training is located at a hotel. Once the orders have been finalized and quarters reserved, do not change arrangements unless it is absolutely necessary. To avoid any problems, inform the TAD Clerk if you will be lodging at a family member's or friends home (this will avoid an over advance of per diem). The government will only reimburse up to the per diem rate for lodging in a particular area. If the lodging rate is higher than the government rate, the member has to pay the difference. Try to find lodging within a 30 minute commuting radius of the training.

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b. Always remember to make your own lodging arrangements if lodging is not available at a government facility. When you arrive at the lodging site, ask the hotel clerk if the receipt could be printed showing daily rates and other expenses. Marine Corps Disbursing needs to know all the expenses such as: telephone calls, movies, etc. If your hotel gave you a receipt without the daily rate, Disbursing will accept a fax copy. A majority of hotels will accommodate your request, it's just a matter of waiting a few days to receive it. If two employees decide to share a room, please remember to check-in under both names for that room. Otherwise, the hotel will not acknowledge that one employee check-in and it will show that way on the receipt.

c. If your TAD site is within a government facility the TAD Clerk will automatically contact the BOQ/BEQ for availability or non-availability. If reservations have been made, please state this on your TAD/Authorization request form along with the confirmation number.

5. FREQUENT TRAVELER

a. A frequent traveler is a person who goes TAD twice or more each fiscal year. Your second trip is usually considered at the frequent traveler rate. Civilian personnel GS-9 and above or military members E-7 and above are automatically frequent travelers from their second trip on. Frequent travelers in these pay grades must apply for the Government American Express Card in order to be eligible for travel advances. If a frequent traveler designee desires not to apply for the American Express Card, that individual will receive no cash advance from the Disbursing Officer.

b. The American Express Card is not mandatory. It is your option not to apply, however, this does not remove you from the frequent traveler list. This program is recommended for employees who know they will travel more than twice a year. For those persons who receive an American Express Card, the card can be used for the following:

- (1) Lodging

- (2) Meals
- (3) Incidental Expenses or Fees (Shuttle, Tips, Parking)
- (4) Rental Car (if authorized)
- (5) Cash Advances (not to exceed the amount stated in block 21 of the orders)
- (6) Registration fees (if authorized to pay via credit card)

c. The American Express Card is not approved for personal use. You may not use this card to pay for another employee's lodging while on TAD. This card is strictly to be used by the person it is issued to for expenses incurred while on TAD. If you are a American Express Card holder and submitting a liquidation form, write in red ink on the top of your form "FREQUENT TRAVELER".

6. ADVANCES

a. Advances are calculated by counting the number of days a person is actually TAD. The "travel day" per diem is not advanced but claimed on the liquidation. Non-frequent travelers receive 80% of the per diem rate for the days, minus one day, the traveler is on TAD. It does not include the travel day. Frequent travelers will receive advances according to the rules set forth in section 6.(a) 5 of this instruction. Advances that turn out to be below \$50.00 or for one day TAD trips, will not be paid by the Disbursing Officer, even if it is a registration fee. Orders requesting advances must be submitted to Disbursing a minimum of 5 days prior to departure. Short notice TAD requests should be walked through the chain of command for signatures. The Disbursing Officer will be notified by the TAD Clerk to see if an advance can be done for short notice TADS.

b. American Express Card holders will obtain travel advances through an Automatic Teller Machine (ATM). The authorized amount of the advance will appear on the travel

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orders. Procedures for obtaining an advance through an ATM are detailed in enclosure (7). ATM withdrawals are limited to the "authorized advance" amount that appears on the travel orders!

7. LIQUIDATIONS

a. Liquidations will be processed within 10 working days of receipt by the Disbursing Officer (work load permitting). If a liquidation is returned for correction(s), the day it is returned to the Disbursing Officer begins a new 10 day cycle. The liquidations are executed on a first come, first served basis. Always remember to liquidate your travel as soon as possible (within 5 calendar days after return). If a person has an outstanding travel not liquidated, the next request for travel advance may be rejected.

b. All travel, with the exception of no-cost (permissive) travel, must be liquidated, however the original orders for permissive/no cost orders must be turned into the TAD Desk. This is especially important for cases in which the travel advance exceeds the liquidated amount. Requests for payment from the Disbursing Officer will indicate a specific deadline for payment. Members who do not pay by the deadline will receive a telephone request from either the TAD Clerk or Disbursing. If payment is not made, a pay checkage will be issued by the Disbursing Officer.

8. RECEIPTS. Maintain all receipts and return them with your original orders and liquidation form. If your orders authorized registration fees or any others fees, you must obtain proof (receipt) showing that the fees were paid and received by the organization sponsoring the class, course or conference. A Certificate of Lost Receipt must be completed and kept on file for all lost receipts that cannot be subsequently obtained.

9. FLIGHT ARRANGEMENTS. Flight arrangements are made by the individual through the Government Travel Office (SATO). Requests to arrange flights through a commercial travel agent must be approved by the appropriate director prior to arrangements being made (this should only be done when SATO is

unable to accommodate the member's request). ALL FLIGHT ARRANGEMENTS SHOULD INITIALLY GO THROUGH SATO! After arrangements are made over the telephone, x6622/6692, SATO will require a copy of the TAD orders in order to confirm flights. The TAD Clerk will provide a signed copy of TAD orders to SATO by guard mail or facsimile. The TAD Clerk will pick-up all airline tickets from SATO.

10. GENERAL INFORMATION

a. If you know that your TAD requires special circumstances concerning flight arrangements, per diem or authorized accommodations, please inform the TAD Clerk when submitting your request. If you have already paid for your TAD registration fees, please indicate this on your request. If you need to know what the per diem and mileage rates are, call the TAD Clerk at x2336. If you need to change your flight arrangements, please call SATO at x6622/6692.

b. Members are not authorized to pick up checks from the Disbursing Officer. The TAD Clerk picks up checks daily between 1430-1515. The only other person authorized to pick up checks is the comptroller. These documents have to be logged and member signatures are required when they are issued from the TAD Desk.

TRAVEL DEFINITIONS

1. TYPES OF TRAVEL

a. Continuing Medical Education Conference Travel. Defined as attendance and/or participation in a professional update meeting, course or seminar which will provide additional expertise to a member who is qualified or certified in the subject area. Approval of funded travel for professional conferences, based on available funds, may be approved if:

(1) Conference attendance will benefit this Command and the Navy Medical Department.

(2) The traveler is not anticipating transfer, retirement or release from active duty within six months following TAD.

(3) Sufficient funds are available in the member's directorate travel budget.

b. Training travel. Defined as attendance at any course, civilian or military, which will provide specialized skills useful to the mission of the Navy Medical Department and this Command: includes Fleet Hospital Training, MMART training and specialized courses that improve on-the-job performance.

c. Mission Travel. Travel that is directed by the Command that is essential to carry out the mission of the Command. Includes, but not limited to, command inspection team travel, patient transportation, travel of witnesses or personnel support travel.

d. Emergency Leave Travel. Emergency situations necessitating travel by staff members that involves visitation of immediate family.

e. Permissive/Authorization Travel. Orders permitting a member to travel, as distinguished from directing a member to travel, at no cost to the government.

2. TYPES OF FUNDING

a. Fees Only. Restricted to situations within the local commuting area (Morongo Valley) where the individual traveler is not entitled to full funding. Includes registration and/or tuition fees which may be paid in advance to either the registrant or to the organization sponsoring the course/seminar.

b. Full funding. Funds provided to subsidize a member's expense during government directed travel. Full funding includes:

(1) Transportation - Provided to cover the cost of travel when government transportation is not available.

(2) Per Diem - Allowance authorized for quarters and messing when government quarters/messing are not available. Receiving command must endorse original orders as to availability of quarters/messing facilities.

(3) Miscellaneous - Expenses incurred in transportation to/from airports and registration fees.

c. Authorization Only. Refer to paragraph 1.(e).

3. NAVAL PERSONNEL. All U. S. military and civilian personnel serving/attached to the Department of the Navy.

4. TEMPORARY ADDITIONAL DUTY (TAD). Involves travel away from the member's duty station in performance of prescribed duties at one or more places and the return to the station upon completion of such duties. Assignment at any location shall be limited to periods not to exceed six months.

5. LEAVE IN CONJUNCTION WITH TAD. Leave may be granted in conjunction with TAD whenever requested and operationally feasible. The amount of leave in conjunction with TAD shall not exceed 30 days, unless an emergency occurs. Any TAD which appears to be arranged solely to serve the leave desires of the traveler shall be denied.

6. LIBERTY IN CONJUNCTION WITH TAD. Liberty may be granted for a non-working day in conjunction with TAD. This can be for a non working day either before or after the TAD. Liberty in conjunction with TAD is not funded by the government, all expenses for those days are at travelers expense.

7. COMPLETED TRAVEL ORDERS. Orders in which the travel has been completed. These orders are submitted to the TAD desk for liquidation is completed by Marine Corps Disbursing.

8. RENTAL CARS. If a traveler will need a rental car, the "Rental Car Requested" box must be checked on the TAD/Authorization form, enclosure (1). Requests for rental cars must be approved by the appropriate director and be specified as authorized on the travel orders. Rental car arrangements must be made through Government Travel Office (SATO) prior to commencement of travel.

9. LIQUIDATION OF TRAVEL CLAIMS

a. Member shall complete and submit a travel claim, enclosure (3), to the TAD Desk within five (5) calendar days after returning from travel. This Command strictly adheres to this requirement and any traveler who fails to submit a travel claim within the specified time frame may experience a pay checkage to recover travel advances. Additionally, the member will be denied future advances for subsequent travel. Members detaching from this Command are required to check out with the TAD Desk, Fiscal Department; if the member has any outstanding travel claims, the member's orders and records shall be held until the outstanding claim is resolved.

b. Travelers are reminded to keep receipts for all travel expenses. Itemized receipts are required for expenses in excess of \$25.00. Lodging, registration fees and car rental expenses in any amount must be substantiated by receipts. All receipts and trip information documentation must be attached to the travel claim, enclosure (3). After liquidation, each member is encouraged to retain a completed copy of the liquidation documents in a personal file. Enclosure (7) provides additional information for submitting travel requests and liquidating travel claims.

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10. TRANSPORTATION IN CONNECTION WITH TAD ORDERS

a. Privately Owned Vehicle (POV). Use of POV, when approved, shall be restricted to the limitations outlined in references (a) and (b).

b. Other than POV. All travelers with funded orders by the U. S. Government must make their travel arrangements through Government Travel Office (SATO) (GTR Directed). Travelers are cautioned not to make any flight arrangements or reservations through a commercial carrier or travel agency. Travelers requiring exemptions and/or a change to their funded orders (GTR Authorized) must receive approval from their Director and the Commanding Officer.

c. All TAD travel shall be performed in a manner that is most advantageous and cost effective to the government.